# NEWSLINE

**Published for the employees of Lawrence Livermore National Laboratory** 

July 20, 2007

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## What's **INSIDE**



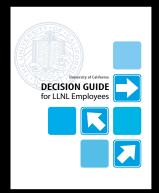
EMPLOYMENT OFFER LETTERS SENT OUT

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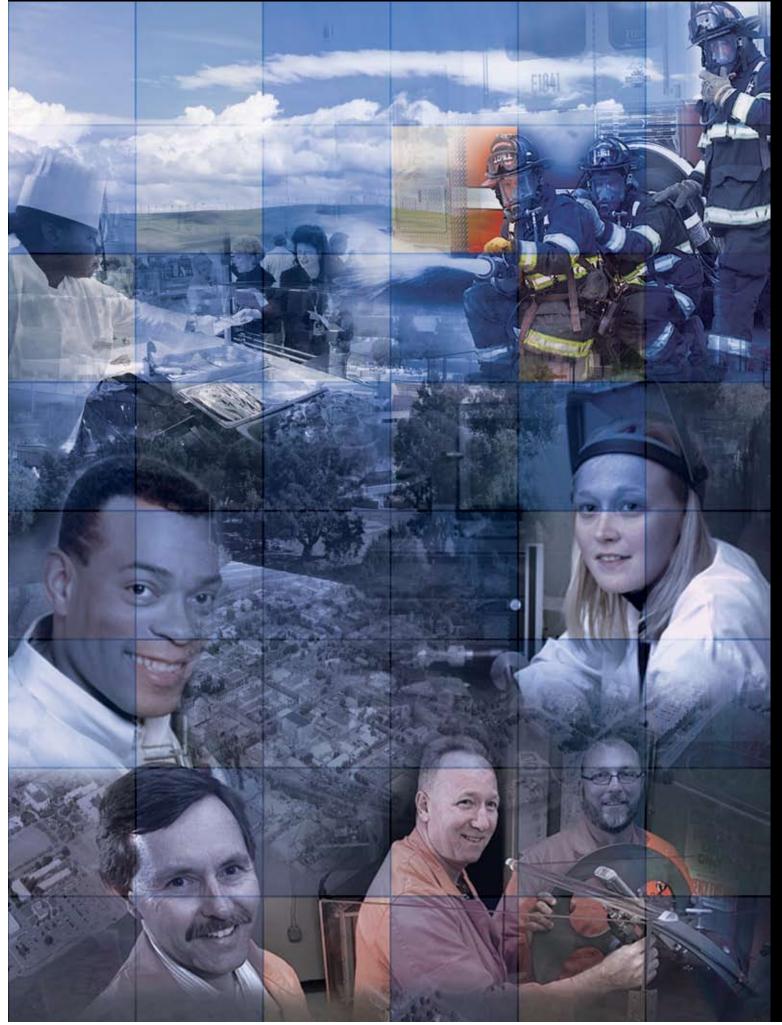
LLNS OFFER DECISION FORMS ON LAPIS

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## 2007 TRANSITION NEWS



Item 1: Must be completed whether you

accept or decline LLNS

### **Employment offer letters sent out this week**

Lawrence Livermore National Security, LLC (LLNS) mailed employment offer letters to Laboratory employees via the U.S. mail this week. Each packet includes:

- A welcome letter from LLNS President and Lab Director George Miller.
- A separation letter from the University of California this letter officially notifies employees that their Laboratory employment with the University of California contract will end on Sept. 30.
- An offer of employment from LLNS this letter will include the organizational assignment and employment provisions. (A detailed example of an offer letter is shown on page 3).

Summer students and participating guests will not receive this package, but will receive a separate informational letter from LLNS within the next few weeks.

Lab employees should accept or decline the offer electronically. (The online acceptance procedure via LAPIS is listed below and the first LAPIS Web pages are listed on pages 4 and 5). Employees will have until 5 p.m. Pacific Time on Sept. 17 to make their final decision regarding LLNS employment, but may respond anytime prior to the deadline. Employees who do not receive their LLNS employment packages by July 23, or have questions regarding their packages, may call the LLNS Transition hotline, at 4-LLNS (4-5567). The hotline is staffed Monday through Friday, 7:30 a.m. to 6:30 p.m.

### Online acceptance procedure

To accept the LLNS offer of employment, you must complete items 1 and 2 below by accessing LAPIS Self Service **no later** than 5 p.m. Pacific Time on Sept. 17. You also may choose to update items 3 through 5.

Items 3-5: If you do nothing your IRS tax withholding, state withholding and direct deposit instructions as of Sept. 30, 2007 will remain the same.

- 1. LLNS Offer Decision Form REQUIRED
- 2. LLNS Total Compensation Package Election Form REQUIRED
- 3. IRS Tax Form W-4 OPTIONAL
- 4. CA Tax Form DE 4 OPTIONAL
- 5. Direct Deposit OPTIONAL

To access LAPIS Self Service, follow the steps below:

- 1. Type LAPIS (or https://psapp.llnl.gov/) in URL address and press enter.
- 2. Enter your OUN (username) and PAC (password).
- 3. Select "Self Service" from the left-hand menu.
- 4. Click the "Transition Center" link.
- 5. Click the "Offer/Decision Form" link to update items 1 and 2.
- 6. Click on the "Payroll/Compensation" link from the menu on the left to update items 3 through 5, if desired.

Need help or access to a computer? Computer help and workstations are available at the following site locations:

Where to find computers and get help.

You will be walked

through a series of

prompts depending

on your decision.

- 1. Main Library, Trailer 4727: Information Desk staff is available to assist you if you do not have an OUN/PAC.
- 2. Human Resources, Bldg. 571, room 2239: HRIM staff is available to assist you with accessing LAPIS (OUN/PAC required) and updating your personal information.
- 3. Training Facility, Trailer 1879, room 100: Training facility staff will provide access to the room and are available to assist with LAPIS.
- 4. Payroll, Bldg. 314 Lobby: Guidance document located by workstation.
- 5. Designated work stations at Site 300 and Plant Engineering.
- 6. Benefits Office, Bldg. 571, room 1205, Benefits staff available to assist.

Offer letter - general population

If incorrect, contact the LLNS hotline (925-424-5567). your salary and curren structure series remail the same.

the same.

July 16, 2007

Street Address

For some employees, this will be different from their current administrative organization assignment.



If you are unsure of your appointment type, contact the LLNS hotline.

**Introduces LLNS** 

**Dispute Resolution** 

**Program. Details** 

will be available on

the LLNS Website at

www.llnsllc.com

We are pleased to offer you employment with Lawrence Livermore National Security, LLC (LLNS) at your current rate of pay, series, and level in [Directorate, Department/Division, Division/Group]. If you accept this offer by September 17, 2007, your employment with LLNS will begin October 1, 2007. The appointment type you are in with the University of California (UC) on September 30, 2007, will be your initial appointment type with LLNS. Examples of appointment types are: Indefinite Career, Post Doctoral, etc. If you are on an approved leave on September 30, 2007, your employment date with LLNS will be October 1, 2007.

In the coming weeks, a series of meetings will be scheduled by the Associate Director of the organization identified above to discuss more specific organizational positions, roles, and responsibilities. You will be advised before October 1, 2007, if your work location is changing.

Defines "reasonable cause" for terminations.

Requires action on

the retiree's part.

**LLNS** will announce

when the application

becomes available.

information.

LLNS is committed to creating a lasting and mutually satisfying relationship with employees. In order to further that goal, LLNS will implement policies that establish standards for employment, including a "reasonable cause" standard for termination, which are generally similar to current UC-LLNL policy. "Reasonable cause" means that any termination action must be reasonable under the circumstances and cannot be made for an arbitrary or discriminatory reason. LLNS will not terminate employment for a reason that would impinge on the academic freedom of the Laboratory's employees. LLNS will also establish a Dispute Resolution Program for employment disputes, adopting certain elements of the current UC-LLNL grievance procedure. The Dispute Resolution Program will include several steps to facilitate resolution of complaints. Additional details regarding the LLNS Dispute Resolution Program will be available on the Website at http://www.llnsllc.com.

Please note the following:

- This offer is contingent on your being in "good standing" with UC. Employees in "good standing" are those individuals who are on the UC payroll as of September 30, 2007, except:
  - 1. Employees who have received a UC-LLNL "Notice of Intent to Dismiss;" or
  - 2. Employees who have notified UC of their intent to terminate.

• This offer is contingent on your remaining in an active employment status with UC through September 30, 2007. If you elect to retire from UC on or before September 30, 2007, you may apply for employment with LLNS. Interested retirees who wish to be considered for subsequence available positions may submit a LLNS employment application after they retire.

• For your reference, the NNSA-approved LLNS Employee Benefits Summary, together with the plan details, will be available at http://www.llnsllc.com. This is the complete description of the benefits being offered to you and supersedes all prior information regarding these benefits that may have been provided to you.

To accept this offer, please follow the steps described in the enclosed LLNS Online Acceptance Procedure. The required electronic forms must be completed no later than 5 p.m. Pacific Time on September 17, 2007, at which time this offer of employment expires.

If you have questions regarding employment with LLNS, please contact us through the LLNS Transition Hotline at 1-925-424-LLNS (5567) or submit your questions to http://www.llnsllc.com.

We look forward to you joining the LLNS Team.

Sincerely,

Sharon L.C. Lyon LLNS Transition Human Resources Manager Employees are encouraged to read this information before

making decisions.

Requires action on your part by deadline 5 p.m. Pacific Time, Sept . 17.

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## 2007 LLNS OFFER DECISION FORM



## Employees to use Livermore Administrative People Information System for employment decisions

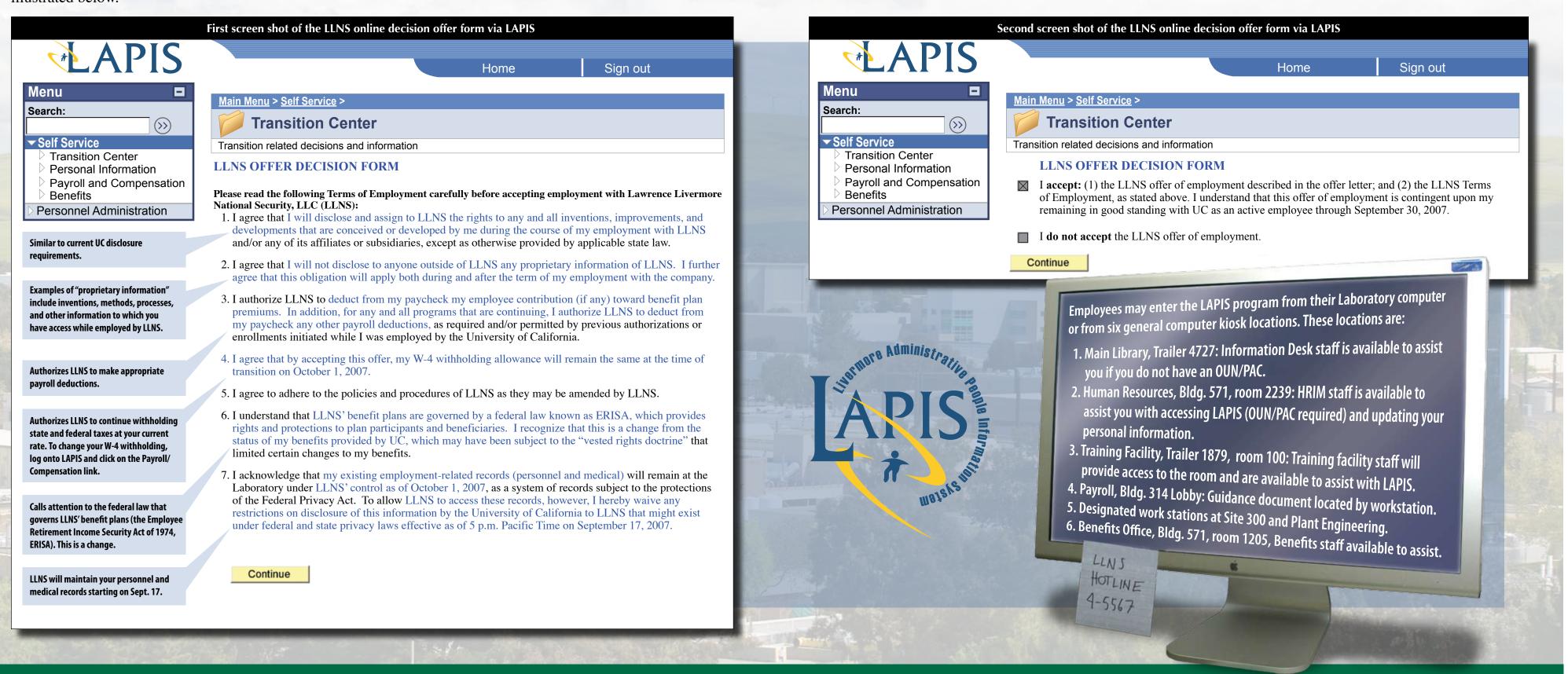
The Livermore Administrative People Information System, known as LAPIS, will play a key role in the Lawrence Livermore National Security, LLC (LLNS) employment offer process.

"The process to accept a job offer with LLNS and to sign up for benefits is entirely online," said Renee Breyer, Human Resources Information Management Division leader. Breyer's team built the LAPIS Website. "This streamlined process will allow employees to not only make a decision on the employment offer and total compensation packages, but to update other important information like emergency contact information, payroll deductions and direct deposits."

LLNL HR teams developed the online system for the LLNS employment offers in an effort to reduce paperwork, eliminate the possibility of errors and to reduce costs.

"This is an outstanding effort by the HR team," said Jan Tulk, associate director for Administration and Human Resources. "I want to thank all of our employees who worked on this process."

The LAPIS system requires employees to use their OUN or official user name as well as their PAC (personal access code) to begin the process. Examples of the first two "screen shots" that employees will see once they enter LAPIS are illustrated below.



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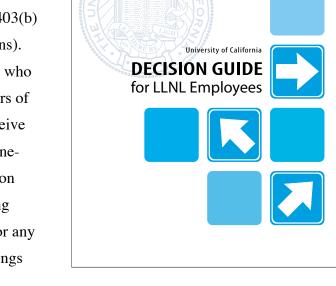
#### **UC 'Decision Guide' prepared for Laboratory employees**

The UC Office of the President has prepared a decision guide and personal retirement estimate for LLNL employees who are members of the University of California Retirement Plan (UCRP). The guide is aimed at helping members make informed decisions about their UCRP benefits as part of the transition from UC employment to employment with the Lawrence Livermore National Security, LLC (LLNS).

The retirement estimate statement provides estimates of basic retirement income and lump sum cash-outs as well as the employee's Capital Accumulation Provision (CAP) balance. The estimate provides information tailored to the employee's UCRP status; for example, if he or she is eligible to retire, vested but not yet eligible to retire, or not vested.

The guide explains how employees' decisions about UCRP benefits are related to their employment and benefits decisions with LLNS. It also includes information about the options employees have for their CAP balance and for any balances in the **Retirement Savings** Program (Defined Contribution, 403(b) and 457(b) plans).

Employees who are not members of UCRP will receive a letter and a onepage information sheet explaining their options for any retirement savings program plan



balances they may have.

The UC information was mailed this week, but could be delayed. Employees who do not receive a mailing from UC by the end of July should contact the Records Office at 2-9348.

2007 CONTRACT TIMELINE							
MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER		
Contract awarded to LLNS	LLNS town hall meetings  Mapping	LLNL employees receive job offer letters	Facility walk-throughs begin	Lab policies and procedures formally reviewed	New LLNL contract begins		
Transition planning begins	process begins	Benefits approved	Benefits presentations	Employment offer deadline			
J. G.		Benefits presentations begin	continue	Current LLNL contract expires			
	<b>PEOPLE</b>						
			PLACES				
	PROCESSES						

#### Transition updates

#### A summary of the final benefits package approved by NNSA is now available online

Lawrence Livermore National Security, LLC's (LLNS) final benefits summary, approved by the Department of Energy's National Nuclear Security Administration, is now available on the LLNS Website at www.llnsllc.com.

The posted summary has been revised from the previous benefit proposals. TCP 2, the market-based plan for inactive vested transferring and new employees, is consistent with the plan that is available for employees at Los Alamos National Laboratory.

The materials posted outline the formally approved packages and the benefits features for each plan. Employees are encouraged to review the plan specifics and then attend a series of benefit presentations, beginning July 31

(for a complete schedule of presentations, see the chart below).

In addition, within the next two weeks, LLNS will post additional materials on its Website to assist employees in deciding which benefits package to choose. This includes a pension plan summary, a summary comparison of TCP1 and TCP2, along with some sample benefit calculations.

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Both LLNS and UC representatives will be at all of the benefit presentations to provide additional information and answer employee questions. Employees also may submit questions via the LLNS Website or by calling the LLNS Hotline, 4-LLNS (5567).

#### LLNS and UC to hold a series of benefits presentations for Lab employees and retirees

Lawrence Livermore National Security, LLC (LLNS) and the University of from those auditoriums. California will hold a series of employee and retiree presentations to describe the LLNS benefits plans, UC benefits and to answer questions.

This week, LLNS began sending employment offer letters to Laboratory employees. UC also will send out a special decision guide to help University of California Retirement Plan (UCRP) members make informed decisions about their UCRP benefits, as management of the Laboratory is transitioned from UC to LLNS. Employees will have approximately 60 days to respond to the offer letters.

Several meetings will be held for employees, employees and their family members, and retirees to describe the benefit plans and answer questions.

Onsite employee meetings will be held Tuesday, July 31, 10 a.m.- noon and Wednesday and Thursday, Aug. 1 and 2, from 1-3 p.m. These meetings will be held in the Bldg. 123 auditorium and will be broadcast live on Lab TV, channel 2. In addition, the meetings will be broadcast in the auditoriums of Bldgs. 155, 453 and 543. Employees will be able to ask questions in real time

The presentation will be the same for each meeting, and employees may attend any of the meetings.

A presentation for employees and their family members will be held Tuesday, Aug. 7, from 6:30-8:30 p.m at the Shrine Event Center in Livermore. This facility is located at 170 Lindbergh Ave., just off Airway Boulevard and the 580 freeway.

In addition, meetings specifically for retirees are scheduled for Aug. 7 from 10 a.m.-noon and on Aug. 8 from 9-11 a.m at the La Quinta Inn, 7770 Southfront Road in Livermore, and on Tuesday, Aug. 14, from 9-11 a.m. and Wednesday, Aug 15, from 6:30-8:30 p.m. at the Shrine Event Center.

Benefits information will be available on the LLNS Website at www. llnsllc.com. Employees also may ask questions via the Website or by calling the LLNS hotline at 4-LLNS (5567).

The UC Customer Service Center at 1-800-888-8267 or the LLNL Benefits hotline at 2-9955 are available for questions on UC benefits.

LLNS-UC PRESENTATIONS FOR EMPLOYEES					
Date	Time	Place			
Tuesday, July 31	10 a.m 12 p.m.	Bldg. 123 auditorium (also available for viewing in auditioriums of Bldgs. 155, 453 and 543 and on Lab TV channel 2)			
Wednesday, Aug. 1	1 - 3 p.m.	Bldg. 123 auditorium (also available for viewing in auditioriums of Bldgs. 155, 453 and 543 and on Lab TV channel 2)			
Thursday, Aug. 2	1 - 3 p.m.	Bldg. 123 auditorium (also available for viewing in auditioriums of Bldgs. 155, 453 and 543 and on Lab TV channel 2)			
Tuesday, Aug. 7	6:30 - 8:30 p.m.	Shrine Event Center 170 Lindbergh Ave. Livermore, CA			

LLNS-UC PRESENTATIONS FOR RETIREES					
Date	Time	Place			
Tuesday, Aug. 7	10 a.m 12 p.m .	La Quinta Inn 7700 Southfront Road Livermore, CA			
Wednesday, Aug. 8	9 - 11 a.m.	La Quinta Inn 7700 Southfront Road Livermore, CA			
Tuesday, Aug. 14	9 - 11 a.m.	Shrine Event Center 170 Lindbergh Ave. Livermore, CA			
Wednesday, Aug. 15	6:30 - 8:30 p.m.	Shrine Event Center 170 Lindbergh Ave. Livermore, CA			

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## 2007 UC Payroll Close-out Timeline

Vacation cash-out elections due.

457(b) changes due (changes will affect final UC paycheck for all employees).

Corrections and late time cards due by COB.

Biweekly employees receive two paychecks, one for Sept. 9-22 and one for Sept. 23-30 (eight days). Monthly employees receive one paycheck for Sept. 1-30. Biweekly and monthly vacation cash-out if chosen.

Aug. 30

**Aug. 31** 

Sept. 14

Sept. 19

Sept. 25

Sept. 28

Tax and direct deposit changes due through LAPIS Self-Service.

401(a) and 403(b) changes due (changes will affect the final check for all employees).

Timecards due for weeks ending Sept. 15, 22, 29 and 30.

LITE notification and Personnel Administration System (PAS) actions due for employees terminating between Sept. 14 and 30.

All other PAS actions must be approved and posted to the database.

Payroll Office confirms all final UC payrolls and releases files to the bank.

#### Job well done!



Lab and LLNS employees worked long hours over the weekend to print, package and mail out the LLNS employment offer package and create the LAPIS online employment response Website. Shown above are: Jenifer Ablis-sabado, Charlie Arteago, Joe Bartelt, Ryan Bernat, Robert Bills, Renee Breyer, Rita Brown, Amy Cashin, Vaughn Chagonjian, Jan Chappell, Najia Entezari, Sheryl Goodman, Gordon Hart, Alice Liao, Sharon Lyon, Frank Marquez, Cheryl Miller, Pat Morgan, Wanda Nugent, Juan Ortega, Beverly Peterson, Teresa Riggs, Marie Roe, Rudy Sambrano and Tanna Van Wey.



DC-LLNL PO Box 808, L-797